

Email Setup Instructions for Iphone/Android

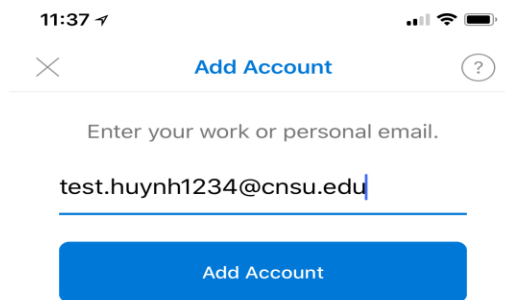
With Microsoft Outlook App

Step 1: Download “Microsoft Outlook” app from apple store.

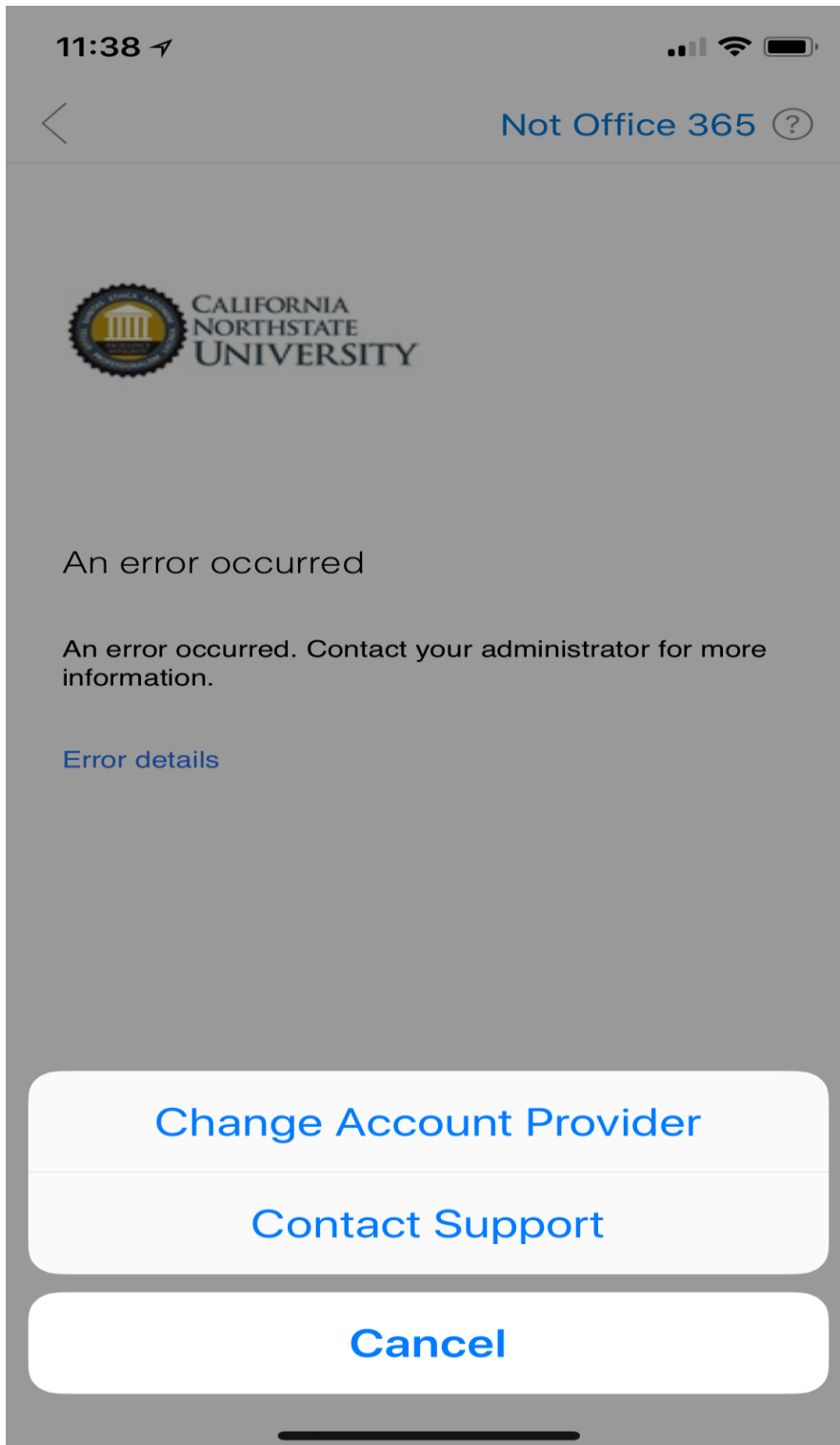
Step 2: Click on the app once it is finished installing on the home screen.

Step 3: Enter “CNSU Email Address” and then click “Add Account”

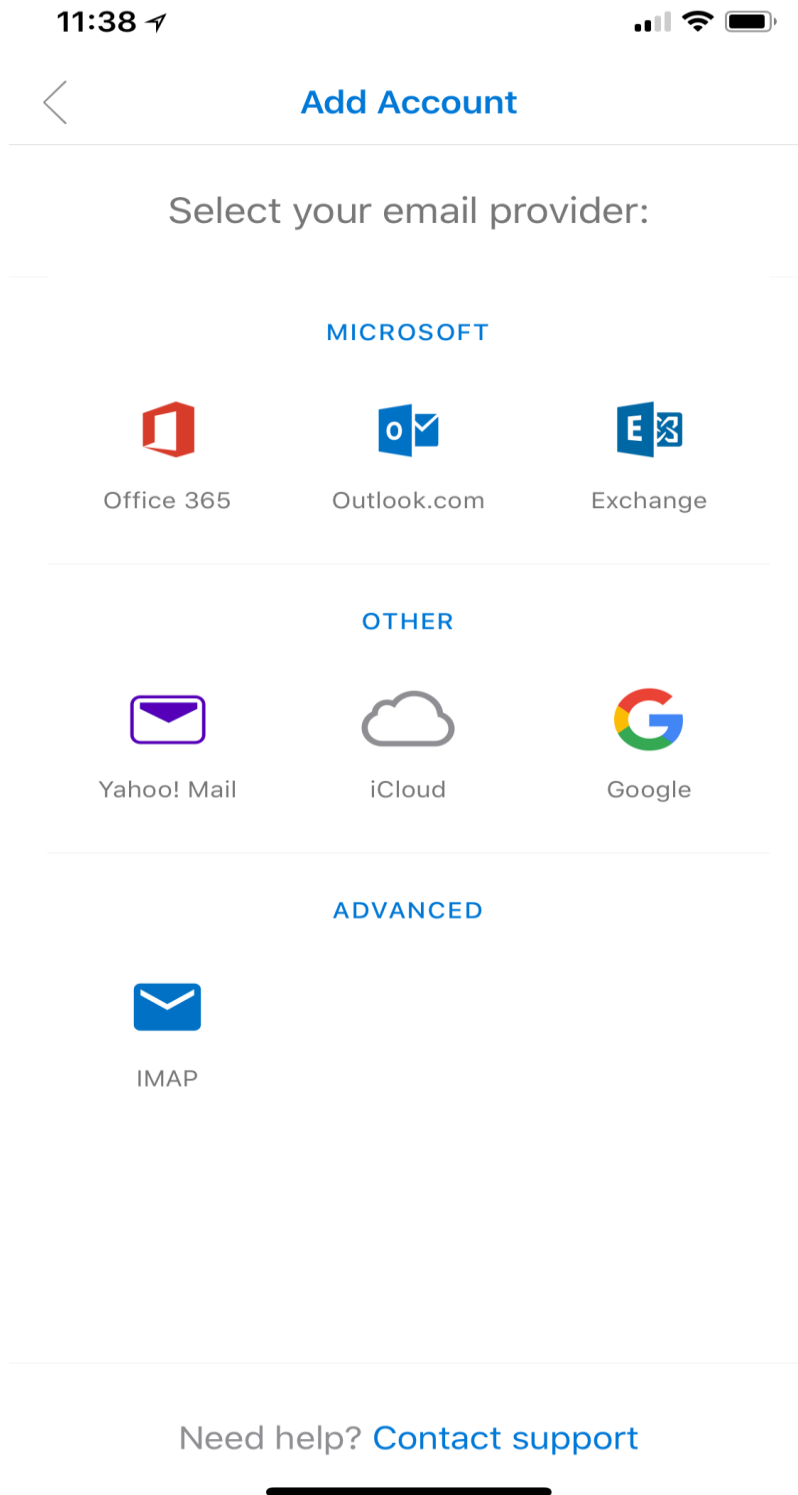
- For Student: firstname.lastnameXXXX@cnsu.edu
for example: joe.test1234@cnsu.edu
- For Faculty/Staff: firstname.lastname@cnsu.edu
for example: joe.test@cnsu.edu



Step 4: You will receive this error message on the next windows like below. On the top right corner where it says “Not Office 365 ?” click on this and then select “Change Account Provider”



Step 5: Select “Exchange”




Step 6: Enable “Use Advanced Settings” and then fill out the information on these fields like below and Click “sign in”

- **Email Address: Enter your full email address**
 - **For Students: firstName.LastNameXXXX@cnsu.edu** (example: joe.test1234@cnsu.edu)
 - **For Faculty/Staffs: FirstName.LastName@cnsu.edu** (example: joe.test@cnsu.edu)
- **Password: Same password as your web outlook access/Canvas**
- **Description: Optional**
- **Server: mail.cnsu.edu**
- **Domain: cnsu.edu**
- **Username:**
 - **For Students: StudentID only** (example: 12345)
 - **For Faculty/staffs: firstname.lastname** (example: joe.test)

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 Exchange

Email Address
test.huynh1234@cnsu.edu

Password
●●●●●●

Description (e.g. Work)

Server
mail.cnsu.edu

Domain
cnsu.edu

Username
12345

Use Advanced Settings

Sign In